

Subj: Shelf-Filing System

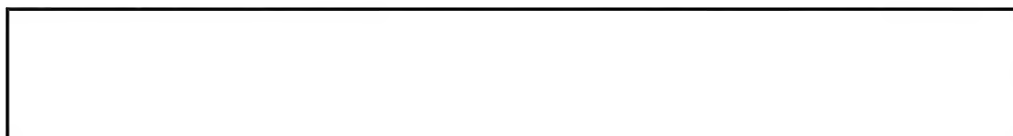
25X1

Filing Cabinet, Steel, Card Size (5x8),
7-drawer H x 1 W, Key Lock, Outside
Dimensions: 52-1/2" H x 25" D x 19" W 1

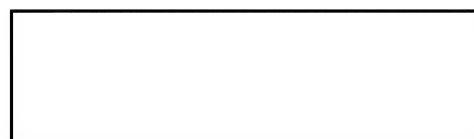
Filing Cabinet, Steel, Card Size (3x5),
2-drawer H x 2 W, Outside Dimensions:
10-1/4" H x 16" D x 12-1/2" W 2

(d) Floor plan is attached.

2. In anticipation of our converting to shelf filing we have reviewed a large part of our files (and will continue on this job until all our files have been carefully reviewed) to eliminate all dead timber. When you are ready to install the new equipment we'll be down to essential material and ought really get off to a clean start. We hope to reduce the total lineal feet of material by another 12 feet.



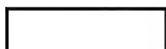
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25X1

Encl:

Floor plan



25X1

25X1